Schoolnet Access Process

Step One is the registration process – To be completed by user.

Register for your login account - Already registered? skip to Step two

*ADFS Users are not required to register, skip to Step two.

    a. Visit https://isee.sde.idaho.gov
    b. Select "Other" as Organization
    c. Select the "Registration" link
    d. Follow the instructions
    e. Click on the "Verification" link in the confirmation email that is sent to you, then confirm on web page.
    f. Notify your District Admin Tool user (Superintendent, Delegate or Technology Director) to proceed with Step Two

Step Two is the User Name Assignment process – To be completed by Superintendent, Delegate or Technology Director

Use the Administration Tool to Map (Assign) Username to EDUID record.

    a. Visit https://apps.sde.idaho.gov/administration or click the "Admin Tool" link on your ISEE Portal page
    b. Select Person Assignment link.
    c. Start typing the User Name (email address) and select from the list if present. NOTE: You must select from the list, do not type in full address.
    d. If name is NOT present, user did not successfully complete Step 1e.
        *ADFS users must log into ISEE Portal at least one time to populate username tables.
    e. Verify that username is not already assigned to a record. If it is, contact support@sde.idaho.gov to have this corrected.
    f. If not assigned, type LastName, FirstName and select the persons EDUID record**
    g. Click Assign and verify that it was successful.

** If there are duplicate names with identical information in the drop down list, contact SDE Support to resolve.

Step Three is the Role Assignment – To be completed by Superintendent, Delegate or Technology Director

Use the Administration Tool to assign the correct role. Description of roles located below.

*Teachers do not need a role assigned, other staff will

    a. Visit https://apps.sde.idaho.gov/administration
    b. Select User Roles link.
    c. Type the name of your District or the School to provision the user role at.
    d. Select from the list generated and press Select.
    e. Navigate to the appropriate **Schoolnet.<rolename>** under Academics section.
    f. Click the plus (+) next to the role name
    g. Type the name of the username and select from the generated list.
    h. Select Submit if name is correct.
    i. Press F5 to refresh and verify email address converts to the EDUID name.
    j. If email address does not convert to name, verify that email is mapped to the correct EDUID record.

NOTES:

- Teachers automatically have a role (Schoolnet.Teacher) assigned based on the ISEE Staff Demographics data uploaded to Schoolnet. They will only need to complete Steps One and Two

- There is additional information posted on the ISEE Portal page regarding how to use the Admin Tool web application. Please visit https://isee.sde.idaho.gov

- If you are unsure who you're District Admin Tool users are, you may contact support@sde.idaho.gov

- If you have any questions/concerns regarding this process, you may contact support@sde.idaho.gov

Schoolnet Role Descriptions

Schoolnet.Full Access

View basic student information, View student contact information, Manage reports, Manage curriculum, Manage instruction, Review instructional materials, Manage calendars, Manage discussions, Manage pages, View PD profiles, Review activity credit requests, Review PD plans, Review activity proposals, Approve section assignments, Award session activity credits, View test content, Create and edit test items for an institution, Create and edit tests for an institution, Modify tests, Schedule tests, Add or update student responses, Take PD session attendance, Manage student usernames, Generate student answer sheets, Pre-slug OMR forms, Create test windows, Create PD, Manage mentors, Run PD reports, Delete activity or section with data, Manage Transferred Students, Bulk Reassign Team Members, Manage roster verification requests, View teacher effectiveness data, Recommend Activity and Resource, Manage Caseload, View Published Reports, Create Student Perception, Create and Edit Reports, View Teacher and Section Level Data, Observe all teachers at an institution

Schoolnet.Analyzer

View basic student information, View student contact information, View PD profiles, View test content, Run PD reports, View teacher effectiveness data, View Published Reports, View Teacher and Section Level Data

Schoolnet.Student Access

View basic student information, View student contact information

Schoolnet.Curriculum & Instruction

Manage curriculum, Manage instruction, Review instructional materials, View test content, Run PD reports, View Published Reports, View Teacher and Section Level Data

Schoolnet.Assessment Coordinator

View test content, Create and edit test items for an institution, Create and edit tests for an institution, Modify tests, Schedule tests, Add or update student responses, Generate student answer sheets, Pre-slug OMR forms, Create test windows, Run PD reports, View Published Reports

Schoolnet.PD Administrator

View PD profiles, Review activity credit requests, Review PD plans, Review activity proposals, Award session activity credits, Take PD session attendance, Create PD, Manage mentors, Run PD reports, Delete activity or section with data, Recommend Activity and Resource, View Published Reports

Schoolnet.EDS Administrator

View PD profiles, View test content, Run PD reports, Bulk Reassign Team Members, View teacher effectiveness data, Manage Caseload, View Published Reports, Create Student Perception, View Teacher and Section Level Data, Observe all teachers at an institution

Schoolnet.Certified Staff

View basic student information, View student contact information, View Published Reports

Schoolnet.Staff Ancillary

"no description available"

Schoolnet.Trustee

View Published Reports